



**Virginia Social
Services System**

File Naming

Standards

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1. INTRODUCTION

The object of this document is to give the reader an understanding of file naming standards for documents posted to the VSSS Strategic Planning website. In addition to standards for file naming, there are rules for the visible names which appear on the website as well as rules for file retention.

2. FILE NAMING STANDARDS

File name (the name of the file that is uploaded to the website)

- Lower case
- No spaces, characters – use an underscore to separate words (_)
- Year, month, date order

Visible name (the **VISIBLE** name that **APPEARS** on the website)

- May use Upper and lower case
- May use spaces, characters
- Day, month, year order with a hyphen to separate numbers (06-07-2004)

3. FILE RETENTION RULES

Goal Plan (Goal Committees) or Charter (Steering Committee)

- ONLY one file on website

Members

- ONLY one file on website

Minutes

- Steering Committee – Maximum of six files on website
- Goal Committees – Maximum of three files on website

4. COMMITTEE FILES

Committees: (where *xx* or *xxx* is the abbreviation for the committee, i.e. Goal 1 Committee will be gc1; the Strategic Planning Steering Committee will be sp) – the steering committee or each goal committee will have a separate page (All files are either MS Word documents, with .doc file extensions or MS Excel with .xls file extensions) Committee document file names include the prefix abbreviation that represents the committee they belong to, however, **VISIBLE** names only include the date (i.e. Goal Plan for Goal 1 Committee file name would be “gc1_goal_plan_06_07_2004” and **VISIBLE** name would be “06-07-2004”:

Goal Plan (Goal Committee) file name:

xxx_goal_plan_mm_dd_yyyy

Goal Plan **VISIBLE name (only the date should show as the subfolder “Goal Plan” will denote the contents):**

mm-dd-yyyy

Charter (Steering Committee) file name:

xxx_charter_mm_dd_yyyy

Charter VISIBLE name (only the date should show as the subfolder

“Charter” will denote the contents):

mm-dd-yyyy

Minutes file name:

xxx_minutes_mm_dd_yyyy

Minutes VISIBLE name (only the date should show as the subfolder

“Minutes” will denote the contents):

mm-dd-yyyy

Membership file name:

xxx_members_mm_dd_yyyy

Membership VISIBLE name (only the date should show as the subfolder

“Members” will denote the contents):

mm-dd-yyyy

Committee	Abbreviation
Strategic Planning Steering Committee	sp
Goal 1 Committee	gc1
Goal 2 Committee	gc2
Goal 3 Committee	gc3
Goal 4 Committee	gc4
Goal 5 Committee	gc5
Goal 6 Committee	gc6

5. COMMUNICATIONS FILES

(All files are Adobe PDF or MS Powerpoint with .pdf or .ppt file extensions, i.e. *Name of file mm-dd-yyyy*):

File Name: Examples below

planning_process_impact_statements_mm_dd_yyyy

local_directors_update_mm_dd_yyyy

Visible Name:

Planning Process Impact Statements mm-ddm-yyyy

Local Directors Update mm-dd-yyyy

6. DOCUMENTS AND TOOLS FILES

All Visible Names will include the file name and the Version number for the document. In the table below, “X” represents the current Version number for that document. All documents are Adobe .pdf files and tools are .doc, .xls or .xlt files.

Documents:

File Name	Visible Name
vsss_file_naming_standards.doc	VSSS File Naming Standards, VX
vsss_sp_consensus_process_v2_1_5_20_2004.doc	VSSS Steering Committee Consensus Process, VX
vsss_strategic_plan_structure_process_v4_1_5_20_2004.doc	VSSS Structure, Process, Roles & Responsibilities, VX
strategic_plan.doc	VSSS Strategic Plan, VX
vsss_strategic_planning_handbook_v2_2_26_2004.doc	VSSS Strategic Planning Handbook, VX
vsss_strategic_planning_glossary_v2_1_5_20_2004.doc	VSSS Strategic Planning Glossary, VX

Tools:

File Name	Visible Name
vsss_sp_meeting_minutes_template.doc	VSSS Strategic Planning Meeting Minutes Template
vsss_sp_meeting_agenda_template.doc	VSSS Strategic Planning Meeting Agenda Template
vsss_sp_goal_committee_membership_template_v1_01_15_2004.xls	VSSS Strategic Planning Goal Committee Membership Template
vsss_sp_goal_plan_template_v2_01_15_2004.xls	VSSS Strategic Planning Goal Plan Template
vsss_sp_template_action_items_list_11_12_2003.doc	VSSS Strategic Planning Action Item List Template
vsss_sp_goal_plan_example_12_11_2003.xls	VSSS Strategic Planning Goal Plan Example
vsss_sp_parking_lot_template_11_12_2003.doc	VSSS Strategic Planning Parking Lot Template
measurement_template.xlt	VSSS Strategic Planning Performance Indicator Graph Template

NOTE: Non Strategic Planning Documents are not owned by Strategic Planning. Original source documents need to be obtained and uploaded to their current URL by the respective owner.

7. DOCUMENT INFORMATION

Document Owner: Strategic Planning Steering Committee
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